

City of Berwyn Building Department Certificate of Compliance Checklist

Seller's Responsibilities

1. Supply a Real Estate Listing with photograph
OR a current photo of the property if an agent
Is not being used.
2. Submit a current plat of survey.
3. All pending permits must have a final inspection
before a re-inspection is scheduled.
4. All monies owed to the City must be paid in full.
5. All required Compliance Inspections must be
completed.
6. Contact the Water Department at 788-2660 x 214
to schedule a final water meter reading FIVE days
prior to closing.
7. Provide an original Deed identifying the Seller
and Buyer.
8. Provide completed Illinois State and Cook
County Real Estate Transfer Declaration Forms
9. Provide Completed Berwyn Real Estate Transfer
Tax Form to purchase Transfer Stamps.
Transfer Stamps cost 1% of selling price available
at City Hall on M, W, Th, & F, 9:00 am to 4:30 pm,
Tuesday, 9:00 am to 7:30 pm. No personal checks
will be accepted. Make checks payable to the
"City of Berwyn"
10. Provide a copy of the Trust Agreement if the
property being sold is in a Trust.
11. Provide a copy of the Corporation Papers if the
property being sold involves a corporation.

Buyers' Responsibilities

1. Complete Occupancy Affidavit
2. Complete Attic Affidavit if required
3. Complete Basement Affidavit if required.